## City of Saint Paul Budget Cycle

Establish Base Budget and Prepare Instructions Distribute Mayor's Guidelines Distribute Forms, Instructions, and Printouts Departments Prepare Requested Budgets Within Base Deadline for Department Computer System Data Entry Deadline for Budget Forms Submission to Mayor Financial Service's Analysis of Department Requests Meetings with Departments and OFS Staff Meetings with the Mayor, and Departments Finalize Mayor's Recommendations and Prepare **Budget Books** Present Mayor's Proposed Budget to Council Distribute Mayor's Proposed Budget Books Council Reviews Mayor's Proposed Budget Council Sets Maximum Tax Levies Public Truth in Taxation Hearing

Adopt City Budgets, Certify Tax Levies and Ratify Finalize Adopted Budget and Transfer Budget Data

Prepare, Print, and Distribute Adopted Budget

to the Finance System

**Books** 

